

**State of California  
DUTY STATEMENT**

MSH3002 (Rev. 9/26/16)

**Department of State Hospitals**

*Box reserved for Personnel Section*

<b>RPA Control No.#</b>		<b>C&amp;P Analyst Approval</b>		<b>Date</b>
<b>Employee Name</b>		<b>Division</b> DSH-Metropolitan		
<b>Position No / Agency-Unit-Class-Serial</b> 487-		<b>Unit</b>		
<b>Class Title</b> Sr Psych Tech/Safety		<b>Location</b>		
<b>SUBJECT TO CONFLICT OF INTEREST CODE</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>CBID</b> R18	<b>WORK WEEK GROUP</b> 2	<b>PAY DIFFERENTIAL</b>	<b>WORKING HOURS</b>

**The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.**

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under supervision, as shift supervisors, incumbents supervise, train and evaluate assigned staff engaged in basic behavioral and nursing care and custody activities. Incumbents may also be assigned to especially difficult or complex duties where the only supervision exercised is over individuals such as directing or monitoring individual activities in a therapy program. Incumbents also work to maintain the safety and security of the hospital environment.

<b>% OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)</b>
	<b><u>ESSENTIAL FUNCTIONS</u></b>
35%	<b>Administrative Direction/Supervision of Individual Care</b> <ul style="list-style-type: none"> <li>Assign staff to specific job duties and ensures completion of duties</li> <li>Ensures that unit environment is appropriate for individuals, visitors and staff</li> <li>Ensures that all DSH policies and procedures and regulatory agency standards are followed by staff</li> <li>Ensures that Individual's Rights are understood and followed by staff</li> <li>Ensures that all staff are performing Therapeutic Strategic Intervention (TSI)</li> <li>Ensures security measures for individuals, visitors and staff are maintained.</li> <li>Completes required reports in a timely and professional manner</li> <li>Reviews all SIRs and MERs occurring on their shift</li> <li>Ensures that minimum staffing is maintained on the unit.</li> <li>Identifies training needs of the staff and reports findings to the Unit Supervisor</li> <li>Utilizes appropriate communication between staff, shifts and management</li> </ul>
35%	<b>Supervision of Patient Care</b> <ul style="list-style-type: none"> <li>Ensures that rounds are done at the beginning and the end of each shift.</li> <li>Ensures that report is completed at the beginning and end of each shift.</li> <li>Ensures that individuals in Restraints and/or Seclusion are supervised according to DSH-MSH Policy and Procedure.</li> <li>Ensures that all Restraint and/or Seclusion documentation is complete and timely.</li> </ul>

- Ensures supervision of patients and staff throughout the shift.
- Ensures that medications and treatments are administered per DSH-MSH policies and Procedures.
- Reports to all members of the treatment team any changes in individual behaviors and/or condition.
- Maintains professionalism with patients, relatives, friends, employees and public agencies.
- Ensures that all employees are knowledgeable about their specific job duties.
- Ensures that all staff sign in and out following DSH-MSH policies and procedures.
- Assumes the Unit Supervisor duties when necessary.
- Ensures that all staff sign in and out following DSH-MSH policies and procedures
- Utilizes skills in crisis intervention, including recognizing, management & redirecting problem behaviors for the protection of people and property.

#### **Individual and Staff Development**

- 25%
- Maintains current TSI and CPR certification.
  - Follows all regulations, hospital policies/procedures and keeps staff informed of changes and/or new policies/procedures.
  - Maintains responsible and ethical practice in dealing with patients, relatives, visitors, employees and other agencies.
  - Acts as a role model for shift employees.
  - Assumes Unit Supervisor Duties as necessary

#### **MARGINAL FUNCTIONS**

5% All other duties and special projects as assigned consistent with this classification

Other  
Information

#### **SUPERVISION RECEIVED**

- The Senior Psychiatric Technician works under the general direction of the Unit Supervisor/Supervising Registered Nurse

#### **SUPERVISION EXERCISED**

The Senior Psychiatric Technician supervises nursing staff on the unit, including Registered Nurses, Psychiatric Technicians, Psychiatric Technician Assistants, Licensed Vocational Nurses and Hospital Workers.

#### **KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** The techniques of effective supervision; a supervisor's role in the EEO Program and the process available to meet EEO objectives; custody procedures; public and property protection policies; fundamentals of nursing care; general behavioral and psychiatric procedures, client/patient behavior and mental health principles and techniques involved in the care and treatment of patients or groups of mentally disordered patients; current first-aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; Management of Assaultive Behavior techniques; and hospital procedures.

**ABILITY TO:** Supervise the work and development of a group of nursing staff; effectively contribute to the Department's EEO objectives; learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered patients; recognize symptoms requiring medical or psychiatric attention; think and act quickly in

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emergencies; work with a treatment team to provide occupational, recreational, vocational and educational therapy programs for patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.

### **REQUIRED COMPETENCIES**

#### **PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

#### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

#### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

#### **CPR**

Maintains current certification.

#### **SITE SPECIFIC COMPETENCIES**

- Medication administration and side effects.
- HIPPA standards for individual privacy.
- Diabetic Monitoring and Testing.
- Department specific policies
- Forensic orientation and search & seizure
- Hospital Emergency Preparedness

#### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Provide supervisory consultation//direction in disciplinary matters
- Basic computer skills
- Patients' rights

#### **LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- **Possess and maintain a valid license to practice as a Psychiatric Technician issued by the California board of Vocational Nurse and Psychiatric Technicians.**

#### **TRAINING** - Training Category = Type II General

The employee is required to keep current with the completion of all required training

#### **THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

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**WORKING CONDITIONS****EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

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Employee's Signature

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Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor's Signature

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Date